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# Library Laws of Ohio.

With Latest Amendments.

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FORMS AND SUGGESTIONS.

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*from*

COMPILED BY

C. B. GALBREATH, STATE LIBRARIAN.

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BOARD OF LIBRARY COMMISSIONERS:

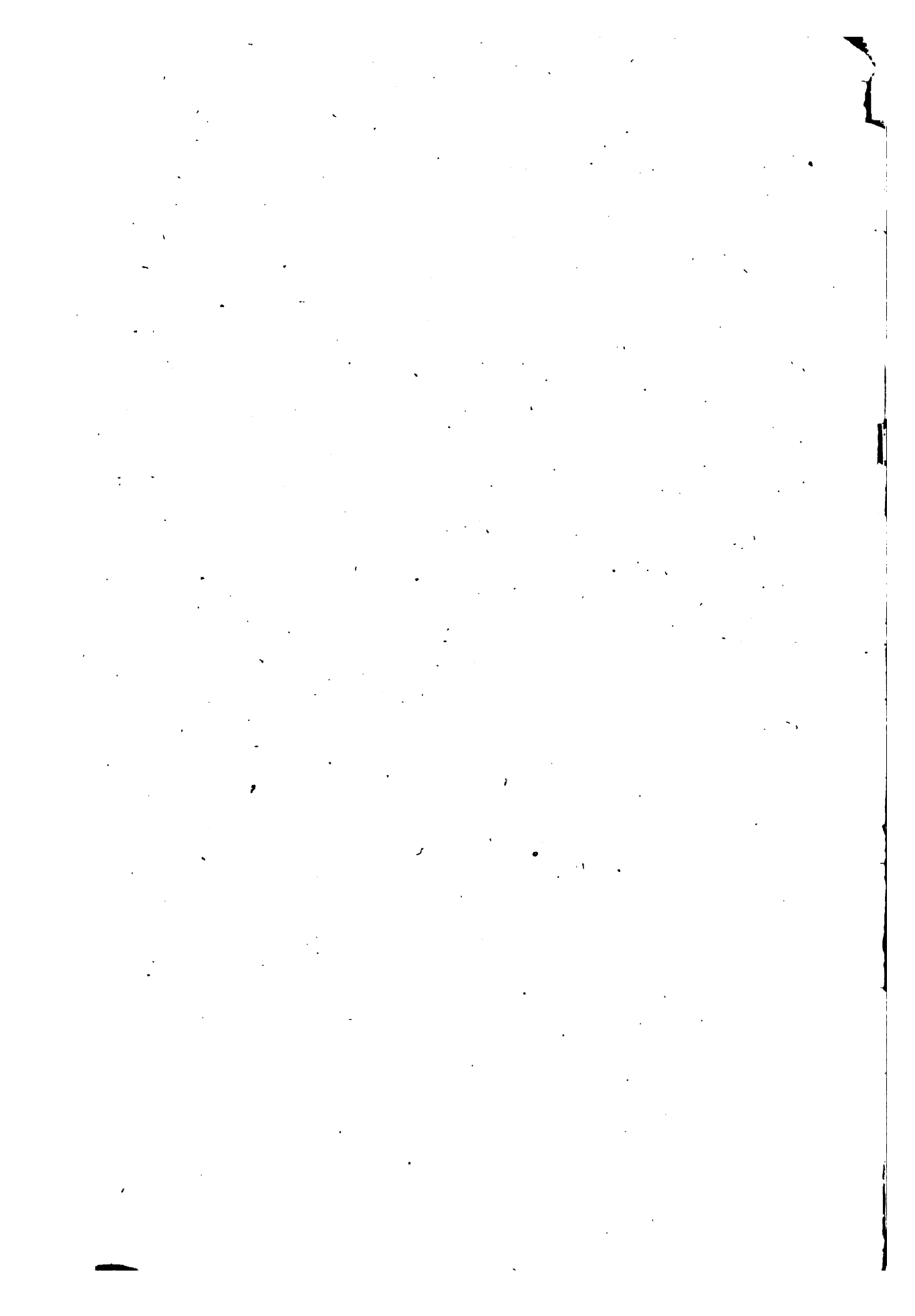
J. F. McGREW, President, CHARLES ORR, JOHN McSWERNEY.



COLUMBUS, OHIO.

THE NEW FRANKLIN PRINTING CO.

1904.



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With Latest Amendments.

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*Charles B. Galbreath*  
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THE NEW FRANKLIN PRINTING CO.

1904.

*The Library Laws on the following pages include  
amendments to May 1, 1904.*

# LIBRARY LAWS.

## STATE LIBRARY.

(76—1) SEC. 1. [State publications to be furnished library commissioners by supervisor of public printing.] The supervisor of public printing is hereby authorized and directed to deliver to the board of library commissioners any number of copies, not exceeding two hundred, of every report ordered printed by the governor or the general assembly, and of all bulletins, pamphlets and other documents that may be printed by or for any department, board or officer. These copies are to be printed in addition to those provided by law for the departments themselves, or for the general assembly, except that the two hundred copies of the laws, senate journal, house journal and executive documents shall be taken from the number now printed. (93 v. 308.)

(76—2) SEC. 2. [State publications to be furnished library commissioners when printed by other officers.] When any printing is done, wholly or in part by the state, under direction of an officer or officers other than the supervisor of public printing, a number of copies, not exceeding two hundred, of each report, pamphlet, bulletin or other publication so printed, shall be delivered to the board of library commissioners by the officer under whose direction the printing is done. (93 v. 308.)

(76—3) SEC. 3. [When board to notify supervisor of number required.] When fewer than two hundred copies of the publications named in sections one and two of this act are desired, the board of library commissioners shall notify the supervisor of public printing or other proper officer, who shall deliver the number required. (93 v. 308.)

(76—4) SEC. 4. [Publications subject to requisition of library commissioners.] Any reports or other publications remaining undistributed in the custody of the secretary of state one year after publication,

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shall be subject to requisition by the board of library commissioners, to be distributed in accordance with sections 350 and 351 of the Revised Statutes, as amended April 22, 1896, (O. L., 92 v. 291). (93 v. 308.)

**SEC. 342. [Board of library commissioners; appointment; term; vacancies; non-compensation.]** The governor with the advice and consent of the senate shall appoint three persons, residents of the state, who shall constitute a board of library commissioners. One member of said board shall be appointed for two years, one for four years and one for six years; and thereafter the term of office shall be six years. All vacancies on said board to be filled by the governor, by and with the advice and consent of the senate. The members of the board shall receive no compensation for their services. (92 v. 291; 51 v. 320, sections 1, 2, 3; S. & C. 830.)

**SEC. 343. [Annual expenses of board.]** The board may expend a sum not exceeding one thousand dollars annually, for clerical assistance and incidental and necessary expenses, including traveling expenses in the discharge of its duties; and all sums expended under the provisions of this act shall be paid by the state treasurer on the warrant of the auditor of state, after the bills therefor have been approved by the board. (92 v. 291.)

**SEC. 344. [Powers of board; appointment and removal of librarian and assistants; rules.]** The board of library commissioners shall have the management of the state library, appoint and remove the librarian, with the consent of the governor, and said library commissioners, with the consent of the librarian, shall appoint the assistants in the library during their pleasure. Make such rules for the government of the library and the use of the books and other property of the library as they may deem necessary. (92 v. 291; 51 v. 320, sec. 2; S. & C. 831.)

**SEC. 345. [Bonds of librarian and assistants.]** The librarian shall give bond to the state in the sum of ten thousand dollars, with sureties approved by the board of library commissioners, for the faithful discharge of his duties and delivery over to his successor of all the property of the state in his possession. The assistants in the library shall be required to give bond to the state in the sum of one thousand dollars. These bonds shall be deposited with the treasurer of state. (92 v. 291; 51 v. 320, sec. 3; S. & C. 831.)

**SEC. 346. [Librarian secretary of board.]** The librarian shall be

secretary of the board of library commissioners and shall perform all the duties belonging to that position. (92 v. 291.)

**SEC. 347. [Duties of librarian.]** The librarian shall have charge of the state library, giving his personal attention and attendance to it and carrying out and enforcing the rules and regulations made therefor by the general assembly and the board of library commissioners. (92 v. 291; 51 v. 320, sec. 6; S. & C. 831.)

**SEC. 348. [Commissioners may give advice as to organization and maintenance of free public library.]** The librarian or trustees of any free public library may ask said board of library commissioners for advice as to all matters pertaining to the organization, maintenance or administration of the library; and the board shall give such advice and personal attention as it shall find practicable. (92 v. 291.)

**SEC. 349. [Documents to be delivered to board; style of binding.]** The supervisor of public printing shall deliver to the board of library commissioners as many copies of each report and other documents as may be provided by law. These copies are to be bound in the best style of binding that may be ordered by the state in each case. (92 v. 291.)

**SEC. 350. [Exchange of publications; statutes.]** The board of library commissioners shall arrange for the exchange of the Ohio publications with as many of the states as possible, with the general government, and with other governments, with societies and others as they see fit, placing all exchanges received in the state library, except that all statutes received, not already in the law library, are to be transferred to the law library. (92 v. 291; 51 v. 320, sec. 9; S. & S. 832.)

**SEC. 351. [Distribution of state publications.]** The board of library commissioners may send to any university, college, public society or individual copies of state publications, at their discretion. (92 v. 291.)

**SEC. 352. [Expenditures of appropriations.]** The board of library commissioners shall superintend and direct all expenditures of appropriations made for the library. (92 v. 291.)

**SEC. 353. [Annual report of board.]** The board of library commissioners shall annually make a report to the governor of all receipts

and expenditures and of the condition of the library, and all other matters in relation thereto that they deem expedient for the information of the general assembly; and their report shall be transmitted, by the governor, to the general assembly. (92 v. 291; 51 v. 320, sec. 11; S. & C. 832.)

### **\*COUNTY LIBRARY.**

**SEC. 891a.** [Commissioners may receive bequests, etc., for construction of county library; tax for maintaining library.] The commissioners may receive a bequest, donation or gift of a building, or property wherewith to construct a building, for a county library in the county seat of the county, and may enter into an agreement on behalf of the county to provide and maintain a public library therein. Any county accepting such bequest, donation or gift shall be bound to faithfully carry out the agreement so made to provide and maintain such library. The commissioners of any such county are hereby authorized, at their March or June session each year, to levy a tax of not exceeding a half mill on each dollar of taxable property of such county, and the fund derived from such levy shall constitute a special fund to be known as library fund, and shall be used for no purpose other than is contemplated in this section. [93 v. 355.]

### **TOWNSHIP LIBRARY.**

**SEC. 1476.** [Question of public library shall be submitted to electors.] The trustees of any township, on the petition of twenty electors thereof, shall upon four weeks' public notice, published in some paper of general circulation in the county, submit to the electors of such township, at some general election in April or November, the question whether there shall be a public library established in such township for the use and benefit of the citizens thereof, and those voting at such election in favor of such library, shall put upon their ballots the words "Public library—Yes," and those voting thereat against such library, the words, "Public library—No;" and if a majority of the electors voting at such election vote in favor thereof, the trustees aforesaid have authority, annually, to levy upon all the taxable property of such township a tax not exceeding one mill on the dollar valuation thereof, to be applied to the establishment and maintenance of a library as aforesaid, and the procuring of a suitable room or rooms for the same. (70 v. 244, sec. 1. 95 v. 506. 97 v. —.)

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\* Under the law the Brumback Library of Van Wert County has been established.



**HERRICK LIBRARY, WELLINGTON, OHIO.**

Gift of Governor Myron T. Herrick. Dedicated January 2, 1904. It stands on the historic site of the famous Oberlin-Wellington Rescue. The Library is open to the village and township of Wellington. It will be operated under the Township Library Act.



## FARM LABORERS' ASSOCIATION.

SEC. 3848. **May maintain libraries, etc.** All such incorporated associations may keep and maintain libraries, and a museum of art consisting of models of such improved instruments and machinery as are best calculated to promote the interests of agriculture, for the benefit of such association, under such rules and regulations, as its members from time to time adopt, and may make all needful by-laws for the good government and regulation of the same. [74 v. 204, sec. 11.]

## CITIES AND VILLAGES.

### MUNICIPAL CODE—PROVISIONS RELATIVE TO PUBLIC LIBRARIES.

#### GENERAL POWERS OF MUNICIPALITIES.

SECTION 7. \* \* \* All municipal corporations shall have the following general powers and council may provide by ordinance or resolution for the exercise and enforcement of the same: \* \* \*

(7-22.) To establish, maintain and regulate free public libraries and reading rooms, and to purchase books, papers, maps and manuscripts therefor, and to receive donations and bequests of money or property for the same, in trust or otherwise, and to provide for the rent and compensation for the use of any existing free public libraries established and managed by a private corporation or association organized for that purpose.

#### APPROPRIATION OF PROPERTY.

SECTION 10. All municipal corporations shall have power to appropriate, enter upon and hold, real estate within their corporate limits, for the following purposes: \* \* \*

(10-8.) For libraries, university sites and grounds for the same.

#### TAXATION.

SECTION 33. The aggregate of all taxes levied by any municipal corporation, exclusive of the levy for county and state purposes, for schools and school house purposes, for free public libraries, and library buildings, for university and observatory purposes, for hospitals, and for sinking fund and interest, on each dollar of valuation of taxable

property in the corporation on the tax list, shall not exceed in any one year ten mills.

ADMINISTRATION, MAINTENANCE AND SUPPORT.

**SECTION 218. (Trustees; duties; quorum.)** The custody, control and administration, together with the erection and equipment, of free public libraries established by municipal corporations, shall be vested in six trustees, not more than three of whom shall belong to the same political party, who shall be appointed by the mayor to serve without compensation for a term of four years and until their successors are appointed and qualified; provided, however, that in the first instance three of such trustees shall be appointed for a term of two years, and three thereof for a term of four years, and all vacancies shall be filled by like appointment for the unexpired term. Said trustees shall employ the librarians and necessary assistants, fix their compensation, adopt the necessary by-laws and regulations for the protection and government of the libraries and all property belonging thereto, and exercise all the powers and duties connected with and incident to the government, operation and maintenance thereof. It shall require four of said trustees to constitute a quorum and four votes to pass any measure or authorize any act, which votes shall be taken by the yeas and nays and entered on the record of proceedings of said trustees, and in the making of contracts said trustees shall be governed by the provisions of law applicable thereto.

**(Women may serve as trustees.)** Every woman born or naturalized in the United States, of the age of twenty-one (21) years and upward, who shall have been a resident of the state at least one year, and of the city or village in which any such library may be established, for the period of thirty days, shall be qualified to be appointed and serve as such trustee.

**(Council may provide for use and maintenance of library; tax; report.)** The council of each city shall have power to levy and collect a tax not exceeding one mill on each dollar of the taxable property of the municipality, annually, and to pay the same to a private corporation or association maintaining and furnishing a free public library for the benefit of the inhabitants of the municipality as and for compensation for the use and maintenance of the same, and without change or interference in the organization of such corporation or association, requiring the treasurer of such corporation or association to make an annual financial report, setting forth all the money and property which has come into his hands during the preceding year, and its disposition of the same, together with any recommendation as to its future necessities. (96 v. 20; 97 v. —.)

## SCHOOL DISTRICT LIBRARIES.

(Senate Bill No. 8, by Mr. Harrison.)

### AN ACT

Authorizing boards of education to provide library privileges for city, village and special school districts.

*Be it enacted by the General Assembly of the State of Ohio:*

**SECTION 1. (Board of education may provide for the establishment, control and maintenance of public library; tax levy.)** That the board of education of any city, village or special school district may, by resolution, provide for the establishment, control and maintenance, in such school district, of a public library, free to all the inhabitants of such district, and for that purpose may acquire by purchase the necessary real property, and erect thereon a library building; it may acquire from any library association, by purchase or otherwise, its library and property; may receive donations and bequests of money or property for such library purposes and may maintain and support libraries now in existence and controlled by the board of education; and such board of education may annually make a levy upon the taxable property of such school district, in addition to all other taxes allowed by law, of not to exceed one mill for a library fund to be expended by such board of education, for the establishment, support and maintenance of such public library.

**SECTION 2. (Board of education may elect a board of library trustees; powers and duties of trustees.)** The board of education may provide for the management and control of such library by a board of trustees to be elected by said board of education as herein provided. Such board of library trustees shall consist of seven members, who shall be residents of the school district, and no one shall be eligible to membership on said library board who is or has been for a year previous to his election, a member or officer of the board of education. The term of office shall be such that one member shall retire each year. Should a vacancy occur in said board, it shall be filled by the board of education for the unexpired term. The members of said library board shall serve without compensation and until their successors are elected and qualified. Such library board in its own name shall hold the title



to and have the custody, management and control of all libraries, branches, stations, reading rooms, and of all library property, real and personal, of such school district, and the expenditure of all moneys collected or received from any source for library purposes for such district. It shall have power to employ a librarian and assistants, but previous to such employment the compensation of such librarian and assistants shall be fixed. Such library board shall have the power, by a two-thirds vote of its members, to purchase or lease grounds and buildings, and erect buildings for library purposes. It may accept any gift, devise, or bequest for the benefit of such library. No member of the library board shall be interested, directly or indirectly, in any contract made by the board. The library board shall report annually in writing to the board of education.

**SECTION 3. (Election of library trustees — when mandatory.)**

Whenever in any city, village or special school district a library established or controlled by a board of education shall contain twenty-five thousand or more volumes, it shall be managed, governed and controlled by a board of trustees elected by a board of education as provided in section 2 of this act.

**SECTION 4. (Board of library trustees to certify tax levy to board of education; board of education to make levy.)** Said board of library trustees shall annually, during the month of May, certify to the board of education the amount of money that will be needed for increasing, maintaining and operating said library during the ensuing year in addition to the funds available therefor from other sources; and such board of education shall annually levy on each dollar of taxable property within said school district, in addition to all other levies authorized by law, such assessment, not exceeding one mill, as shall be necessary to realize the sum so certified, the same to be placed on the tax duplicate and collected as other taxes. The proceeds of the said tax shall constitute a fund to be known and designated as the library fund. Payments therefrom shall only be made upon the warrant of the board of trustees of the library, signed by the president and secretary thereof.

**SECTION 5. (Board of education may contract for use of library.)**

The board of education in any city, village or special school district shall have power to contract with any library corporation or other organization owning and maintaining a library, for the use of such library by the residents of such district, and it shall have power to levy annually a tax not exceeding one mill on the taxable property of such district to pay for the same; and such board of education shall require an annual report in writing from such library corporation or other organization.

**SECTION 6. (Board of education may appropriate money for school library.)** The board of education of any school district of the state, in which there is not a public library operated under public authority and free to all the residents of such district, may appropriate annually not to exceed two hundred and fifty dollars from its contingent fund for the purchase of books, other than school books, for the use and improvement of the teachers and pupils of such school district. The books so purchased shall constitute a school library, the control and management of which shall be vested in the board of education, which board shall have power to receive donations and bequests of money or property for such library.

**SECTION 7. (Board of education may found and maintain museum.)** The board of education of any school district, or any board of trustees managing and controlling a library in any school district, may found and maintain a museum in connection with and as an adjunct to such library, and for such purpose may receive bequests and donations of money or other property.

**SECTION 8.** This act shall take effect and be in force on and after November 15, 1902, and all acts or parts of acts not inconsistent herewith under which existing libraries are maintained, governed and controlled, shall be and remain in full force and effect. (96 v. 8; 97 v. —.)

## TRANSFER OF PROPERTY TO LIBRARY TRUSTEES.

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(House Bill No. 440, by Mr. Kennedy.)

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### AN ACT

To authorize the transfer of property by municipal corporations to Trustees of Libraries of School Districts, and the acceptance of the same, and other property, for library purposes by said trustees.

*Be it enacted by the General Assembly of the State of Ohio:*

**SECTION 1.** That it shall be lawful for any municipal corporation in this State to transfer by ordinance duly passed, any property, real or personal, acquired or suitable for library purposes, to the trustees of any

public library for the school district within which such municipal corporation is situate, upon such lawful terms and conditions as may be agreed to between said municipal corporation and said trustees.

SEC. 2. The trustees of any public library in any such school district are hereby authorized and empowered to receive and accept any such transfer, and to receive and accept from any other source or acquire in any other manner, any property, real or personal, for library purposes, and use and apply the same for such purposes, and to enter into any contract relating thereto.

Passed April 15, approved April 27, 1904.

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#### NOTES ON PRECEDING LAWS.

The preceding laws were drawn to meet the requirements of recent decisions of the Supreme Court. They are general in application and liberal in character. They make a free public library possible in every community of the State. As they repeal conflicting laws previously enacted, it will be safest to organize libraries in accordance with their provisions.

#### ASSISTANCE FROM THE STATE LIBRARY.

The State Library Act of 1896, under which the library commission operates, provides, among other things, that "the librarian or trustees of any free public library may ask said board of library commissioners for advice as to all matters pertaining to the organization, maintenance or administration of the library; and the board shall give such advice and personal attention as it shall find practicable." It will be at all times the pleasure of the commissioners, as it is their duty, to comply with the letter and spirit of this section of the law. Correspondence is invited with those interested in the establishment and maintenance of public libraries. Within the limit of their power to serve, the commissioners will be more than pleased to assist in the work of library extension throughout the State.

The law authorizes the State Library to distribute state publications. A valuable check list of these was compiled by Mr. R. P. Hayes in 1897. Requests for this and all other State publications should be directed to the State Librarian.

Within the past year 923 traveling libraries, aggregating 27,078 volumes, were issued. The system has steadily grown in popularity and

usefulness. Those desiring full information in regard to it should write to the State Library, Traveling Library Department, Columbus, Ohio

#### LIBRARY ORGANIZATION UNDER BOARD OF EDUCATION.

Sections 1, 2, 3 and 4 of the act authorizing certain boards of education "to provide library privileges" are self explanatory.

Section 5 gives boards of education the power to contract for the use of a library, which may be located in the city, village or special school district, or outside of it. A report must be made in writing each year to the board of education. The board has no authority over the membership or management of the library organization. This section will not only protect libraries that were operating under a similar provision previous to its enactment, but also, it is believed, encourage private and subscription libraries to open to the public in return for the tax levy now authorized.

Section 6 is designed to take the place of a law enacted at the regular session of the Seventy-fifth General Assembly. It makes possible the establishment and maintenance of a library in any school district of the State. It applies not only to city, village and special districts in which there is not a public library, but to township districts as well. Under it the control and management of the library is vested in the board of education, which board may use any agency, including the traveling library system, for the distribution of books.

#### LIBRARY ORGANIZATION UNDER MUNICIPAL CODE.

The authority of the city or village councils to establish, maintain and, through a non-partisan board of trustees, to provide for the administration of, public libraries is clearly set forth in Sections 7, 10, 33 and 218 of the new Municipal Code. It will be seen that a city council only has power to contract with a corporation or association for the free use of its library. This power cannot be exercised by a village council. The village school board, however, has such power under Section 5 of the Harrison Act.

#### HOW TO ESTABLISH A PUBLIC LIBRARY.

Under the comprehensive laws now in force a free public library is possible in every community in Ohio. These laws, however, are permissive in character. The citizens of a community must realize the need of a public library before one can be established. The local interest must be aroused. Often it will be best to establish a library

in a modest way, by contributions of money and donations of books. Traveling libraries may also be borrowed from the State for this purpose. The books collected from any or all of these sources should be made to circulate as freely as possible, and the public should be encouraged to ask for more books. The material selected and the spirit manifested by those who have the work in charge will go far toward inspiring confidence and making the experiment a success. The expense need not be large. A small outlay of money, supplemented with earnest missionary work, will accomplish much. When the service is such as to win the appreciation of the public, it will be comparatively easy to proceed with the establishment of the library.

The local press may aid materially in this preparatory work. The attitude of newspaper men is naturally friendly to educational movements. If their support is solicited in the proper spirit, they will, as a rule, generously and effectively promote the movement. The support of the local newspaper is so important that it should be assured before the establishment of a public library is seriously undertaken.

"Enlist the support of teachers, and through them interest children and parents. Literary, art, social, and scientific societies, Chautauqua circles, local clubs of all kinds should be champions of the movement."\*

With a friendly interest assured, petitions addressed to the board of education or the city council should be drawn up and circulated throughout the district or municipality for signatures. These should be presented to all citizens. No class should be slighted. The committee appointed to solicit names should represent the various local interests. It is fair to presume that every citizen, when he becomes acquainted with the educational value of the free public library, will be friendly to the movement. Personal rivalries must be avoided. The work must be undertaken in a public spirit. It must be thoroughly understood that the good of the community is the aim and end of library extension.

When the petitions have been signed they should be submitted to the board of education or municipal council. If the preliminary work has been well done, success is practically assured. The body to whom the petitions are submitted will usually be very willing to act in accordance with the expressed wish of their constituents.

In some instances the preliminary steps here suggested may not be necessary. Where the local interest is already manifest a resolution may be introduced in the board of education or municipal council

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\* J. C. Dana in *Library Primer*.

by a member of either body, providing for the establishment of a free public library.

The work preparatory to the establishment of a library depends to some extent on local conditions. Those who have assumed this undertaking will know best how details are to be managed. When start is once made the project should not be lightly abandoned. In many instances, everything will depend upon earnest, conscientious, long-sustained effort. Spasms are to be avoided. This is a work in which perseverance is essential. Till public aid can be secured, a small library supported as already suggested is a great improvement over no library at all, and the most efficient means to cultivate sentiment in favor of a free public library.

In organizing a school library in township districts or districts in which there is not "a public library operated under public authority and free to all the residents of such districts," it will often be sufficient to present a petition from the teachers to the board of education. If it is found necessary to arouse interest preparatory to this step, traveling libraries may be borrowed from the State Library and used through one winter to demonstrate the utility and practicability of the system.

The limit of money that may be appropriated annually in such districts is \$250.00. We will suppose that the township includes ten sub-districts. Evenly divided, this gives twenty-five dollars to each, a sum sufficient to purchase a case and twenty books suitable for use in the schools. The case purchased should be sufficiently large to accommodate at least thirty volumes. Books may be added in the year following to supplement these little collections, for convenience called traveling libraries.

It is understood that these books should be carefully selected with reference to the needs and capacities of the prospective readers, and there should be few, if any duplicates. At the opening of the schools a traveling library should be placed in each school room ready for use. At the end of two or three months there should be an exchange of libraries. The books should be called in on a certain day, and a man employed to make the exchange throughout the township. This can be very easily arranged. A traveling library may be transferred from one of the schools to the adjoining district, the library there taken up, and in a similar way carried to the next school. This can be done very promptly and at a trifling expense, as the box of books is so light that it may be conveyed in a buggy or sleigh from district to district. In this way the pupils and patrons of each district will, in time, have access to the books in all the libraries.

The general management of the libraries should be in the hands of a competent and responsible person, and reports should be required at regular intervals. This is all important, as the success of the system is dependent upon efficient administration. Where there is a township superintendent, he should have the management of the traveling libraries, and where there is a central high school, it should be the depository for the libraries when the schools are not in session. It should also have a permanent library, accessible to its pupils, and for purposes of reference to the people of the entire township.

That such a system is feasible has been demonstrated by actual experience in Ohio and other states. In our own state the field has been limited because private contributions have been the only source of support. Under the new law every township, if its board of education so desires, may have its system of traveling libraries.

The ideal toward which the township board should work is a carefully selected permanent library in each sub-district, and if there be one, a larger library at the central high school. The traveling library system may be used as a temporary aid to this end. As already stated, too much emphasis cannot be placed on the importance of efficient administration. An essential rule to be observed is compressed in a single sentence: Keep the books in circulation and do not lose them. Much of the prejudice against the purchase of books and apparatus for schools is due to the carelessness with which this property is often managed after it has been purchased. Every teacher should be held to a strict account for the library in his school, and provision should be made for the safe keeping of the books when the schools are not in session. Fortunate is the township that has a superintendent of schools who will assume responsibility for this important work. Ohio already has a number of such who are rendering excellent service. With the centralization of schools now in progress and a growing interest in the extension of library privileges to villages and rural districts, it is hoped that township supervision may have a wider field.

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FORMS FOR PETITIONS TO BOARDS OF EDUCATION AND CITY OR VILLAGE  
COUNCILS.

**Petition to Board of Education.**

To the Board of Education of.....School District.

Gentlemen:—We, the undersigned citizens, residing in.....  
.....school district, do hereby most respectfully  
petition your honorable body to establish in said school district a public  
library free to all the inhabitants thereof.

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**Petition to City or Village Council.**

To the Council of the Incorporated (city or village) of.....

Gentlemen:—We, the undersigned citizens, residing in the incor-  
porated (city or village) of.....do hereby most  
respectfully petition your honorable body to establish in said (city or  
village) a public library free to all the inhabitants thereof.

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**Rules and Regulations.**

The Rules and Regulations on the following pages are intended to  
be suggestive. They have been successfully tested in libraries ranging  
from the largest to the smallest in the State.



## REGULATIONS

OF THE

### PUBLIC LIBRARY OF CINCINNATI.

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#### GENERAL.

No. 1. The Librarian shall, under the direction of the Board of Trustees, have the charge and superintendence of the rooms of the library, and shall be responsible for the care and safety of all books and other public property contained in them, as well as for the orderly deportment of readers.

No. 2. The library shall be open from 8 o'clock a. m. to 9:30 p. m. on all secular days; and on Sundays, for reference only, between the same hours; provided that the library shall be closed on legal holidays and such other days as the Board of Trustees may designate. The branch libraries, reading rooms and delivery stations shall be open at such hours as the Board shall direct.

No. 3. Any suggestions from patrons looking to the improvement of the service or purchase of special books will receive careful consideration by the Board of Trustees.

#### REFERENCE DEPARTMENT.

No. 4. Any person of good deportment and habits may use the reading rooms. Books and periodicals for use only in the library building may be had upon presentation of the slip provided for this purpose properly filled out with the name and address of the borrower, and the number and volume of the book or periodical desired. Blank slips may be obtained of the library attendants. Books and periodicals lent for use in the library building must not be removed from the room in which they are delivered to the borrower thereof, but shall be returned to the attendant in charge before leaving such room. No slips are required for books on open shelves.

#### CIRCULATING DEPARTMENT.

##### PRIVILEGES TO RESIDENTS.

No. 5. Any resident of Hamilton County, Ohio, may draw books from the library by registering his or her name and residence, and complying with either of the following conditions:

I. By being satisfactorily vouched for in writing by any responsible citizen of Hamilton County, Ohio, in the manner prescribed by the Board of Trustees, to remain in force not more than three years.

II. By depositing with the Librarian three dollars, or the value of the work desired.

##### PRIVILEGES TO NON-RESIDENTS.

No. 6. Any non-resident may draw books from the library by registering his or her name and residence and complying with one of the following conditions:

I. By making a deposit of three dollars and an annual payment, in advance, of three dollars.

II. If attending an educational institution, in Hamilton County, approved by the Board of Trustees, by furnishing a satisfactory guaranty from the authorities of the institution.

III. If an officer or enlisted man of the United States army, navy or other general government service stationed in Cincinnati or vicinity, by complying with the provisions of paragraph I. of article 5.

### REGISTRATION.

No. 7. Application blanks may be secured at the registration desk in the library or at any of the branches or stations, and must be signed in the presence of the registration clerk, branch librarian, or station-keeper.

No. 8. Each person entitled to draw books from the library will be supplied with a card inscribed with his or her name, residence, date of expiration, and registration number. This card must be presented whenever a book is borrowed, or returned, and if lost, it will be replaced fourteen days after notice of such loss, on payment of ten cents. Immediate notice of a change of residence must be given at the library or stations. Neglect to give this notice may subject the card-holder to suspension or forfeiture of privileges.

### CIRCULATION OF BOOKS.

No. 9. Two books may be taken on a card, provided only one is English fiction. If a work of fiction is published in two or more volumes, however, it shall count as one book.

No. 10. Books of recent purchase, which are marked as seven-day books by a figure 7 on the book-slab, shall not be retained more than one week, and cannot be renewed. Other books may be retained two weeks, and may be renewed for the same period. When once renewed they cannot be reissued to the same person until they have been on the shelves twenty-four hours.

No. 11. Books may be renewed personally at the library, branch, or delivery station, or by a postal card sent to the library or branch, giving the date on which the book is due, the number of the book shown on the pocket, full address of the borrower and the number of his card. This postal should reach the library or branch not later than the day the book is due. If received later than this, a fine of two cents per day will be charged for each day delinquent. Upon a request for renewal, a notice will be sent in return, stating that the book has been renewed as requested, with the amount of fine, if any. This notice must accompany the book when it is returned.

*This rule does not apply to seven-day books; these cannot be renewed.*

No. 12. Books may be reserved at the library or through the branches or delivery stations by payment of two cents. The person asking to have a book reserved will receive notice as soon as the book is on the shelves of the library, and such books will be reserved for forty-eight hours after said notice is mailed, the books being charged from the date of mailing the notice.

No. 13. Encyclopedias, dictionaries, and other works of reference, rare and illustrated books, and such works as for any reason are restricted from circulation by the Board of Trustees, can be consulted only in the library building.

**PENALTIES.**

No. 14. Each borrower is responsible for all books drawn on his card. The borrower's card, when not in use, should be left with the registry clerk, branch librarian, or station-keeper.

No. 15. All injuries to books and all losses shall promptly be made good to the satisfaction of the Librarian.

No. 16. A fine of two cents a day (including Sundays and holidays) must be paid on each book which is not returned according to the provisions of the preceding rules. To this fine shall be added the expense of collection and of serving notice.

No. 17. If any book be not returned within one month after service of notice, the Librarian shall proceed to collect the value of the book, with accrued fines and other charges to the date of payment, by legal process, if necessary.

No. 18. No books can be drawn while any charge remains unpaid.

No. 19. Writing or marking in books is strictly prohibited.

No. 20. Any person abusing the privileges of the library, or violating these rules, shall be temporarily suspended from its privileges, and the case shall be reported to the Board of Trustees for such action as the Board may deem proper.

**CONTAGIOUS DISEASES.**

No. 21. The library is in daily communication with the Health Department, receiving notice of all cases of infectious diseases. No books will be loaned where cases are reported, and no books will be received from infected houses, except through the health officers.



# RULES

## OF THE

### CARNEGIE LIBRARY

### OF STEUBENVILLE.

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1. The Library will be open daily from 9 a. m. to 9 p. m., Sundays and holidays excepted. From October 1st to June 1st, the Library will be open on Sunday from 2 to 6 p. m.

2. The use of these rooms is free to all, residents or non-residents, and a borrower's card is not necessary for such use. Readers have access to the books on the shelves in these rooms, but they are requested to leave them on the tables and not attempt to return them to their places.

3. Any resident of Steubenville is entitled to draw books from the Library by signing the proper application and agreement. Children under 14 years of age, however, must have their applications signed also by parent or guardian.

Non-residents may draw books on payment of one dollar per year in advance.

Temporary residents may draw books by depositing one dollar. From this, twenty-five cents will be deducted for every month or fraction of a month that they use the Library, and the remainder returned to them on their removal.

4. Application blanks may be secured at the Delivery Desk, and must be signed at the Library or in the presence of one of the Library assistants.

5. Each person entitled to draw books from the Library will be supplied with a card on which is written the borrower's name, residence and register number. This card must always be presented when a book is borrowed or returned, and, if lost, it will be replaced fourteen days after notice of such loss, on payment of ten cents. *Immediate notice of a change of residence must be given at the Library.*

6. Only one borrower's card will be issued to each person, and each borrower is responsible for all books drawn on his card. The borrower's card, when not in use, should be left at the Delivery Desk in the Library.

7. Two books may be taken on a card, provided one only is fiction. If a work of fiction is published in two volumes, however, both volumes may be taken on one card.

8. The circulating copies of current magazines may be kept seven days, and cannot be renewed. Other books may be kept two weeks, and, **except fiction**, may be renewed for the same period of time from the date on which application for renewal is made, provided the request for renewal is made in person, or received by mail before the book is overdue.

9. Books may be renewed personally at the Library, by telephone, or by a postal card sent to the Library, giving the date on which the book is due, the call-number of the book, full address and the number of the borrower's card. This

postal should reach the Library not later than the day the book is due. If received later than this, the book will be renewed, but the fine for the intervening days must be paid.

*This rule does not apply to fiction, which is not renewable, nor to circulating copies of current magazines.*

10. Books may be reserved at the Library by payment of one cent for postal notice.

The person asking to have a book reserved will receive notice as soon as the book is returned to the Library.

11. A fine of two cents a day (including Sundays and holidays) must be paid on each volume kept over time. A book kept two weeks over time may be sent for at the expense of the borrower.

12. No book can be drawn until fines and claims for damages are paid.

13. Books cannot be exchanged the same day they are drawn.

14. No claim can be established because of the failure of any notice to or from the Library, through the mail.

15. Anyone wishing to have certain books added to the Library is requested to fill out slips which are provided for that purpose.

16. Injuries to books beyond reasonable wear, and all losses, shall be made good by the borrower. If one volume of a set is lost, the loser will be held responsible for the value of the set, unless the lost volume be satisfactorily replaced.

Intentional injury of books or other property of a public library incurs, by statute, a liability of a fine of \$100.

**Gifts to the Library of Books and Magazines are always welcome.**



## RULES SUGGESTED FOR BORROWERS IN A SMALL LIBRARY.\*

Rules should be as simple as possible and not be designed to restrict liberty but to prevent encroachment and secure the greatest good to all.

### RULES.

**Borrowers.**—Adults are entitled to draw books by filling out an application blank. Children must obtain the signature of parent or other responsible guarantor.

**Borrower's card.**—If a borrower's card is lost, a new one will be given after seven days' notice or upon payment of five cents.

**Number of Volumes.**—(1) Two books not fiction, or (2) one work of fiction and one not fiction may be drawn at a time. Two volumes of the same work are considered as one book.

**Time Kept.**—A book may be kept two weeks, except recent fiction marked "Seven Day Book."

**Renewal.**—All books, other than "Seven Day Books," may be renewed for fourteen days.

**Over Due Books.**—A fine of one cent a day will be imposed for books kept over time.

**Hours.**—The library shall be open every week day, holidays excepted, from \_\_\_\_\_ to \_\_\_\_\_.

## BY-LAWS SUGGESTED FOR BOARDS OF DIRECTORS OF SMALL PUBLIC LIBRARIES.\*

### BY-LAWS OF THE BOARD OF TRUSTEES OF THE FREE LIBRARY OF \_\_\_\_\_, OHIO.

1. **Officers.**—The officers of the Board shall be a President, Vice-President and Secretary, who shall be elected annually from their own members.

The President shall perform the duties generally pertaining to that office.

The Vice-President shall, in the absence or disability of the President, perform all the duties of the President.

The Secretary shall record all the official actions of the Board and have custody of all its official books, records and accounts except those in current use by another officer.

2. **Meetings.**—The regular meetings of the Board shall be on the (first Monday) of each month at \_\_\_\_\_ p. m., at the library.

The annual meeting shall be on the (first Monday) of May in each year.

Special meetings shall be called by the President or by request of any two trustees for the transaction only of business stated in the call.

Six members shall constitute a quorum.

3. **Committees.**—At the annual meeting the President shall appoint standing committees as follows: a committee of three members on library, a committee of three members on finance and a committee of four members on rooms.

\* Substantially as recommended by the Wisconsin Free Library Commission.

The committee on library shall supervise the selection, buying, exchanging and binding of books and periodicals, and have general supervision of the administration of the library and reading room.

The finance committee shall have charge of all library finances, examine and report upon all bills against the Board, and make an annual investigation of and report upon the library fund in the hands of the treasurer of the district (or city or village).

The committee on rooms shall have general charge of the heating, lighting and arrangement of the rooms, and the care of the fixtures and furniture.

4. Claims.—All claims against the Board must be presented at a meeting of the board and referred to the committee on finance for investigation and report. The President and Secretary shall draw orders upon the treasurer of the district (or city or village) for the payment of bills which the board orders paid.

5. Librarian.—The librarian shall have charge of the library and reading-room and be responsible for the care of the books and other library property; classify and arrange all books and publications and keep the same cataloged according to such plans as may be approved by the board; promptly report any delinquencies to the committee on library; keep exact account of all moneys received from fines and other sources and report the amount to the board at its regular meetings in January, April, July and October and pay all balances to the Secretary at the designated meetings, and discharge such other duties as may be prescribed by the board, provided that in the performance of his duties he shall not incur debt or liability of any kind without express authority from the board.



## AIDS AND GUIDES FOR LIBRARY WORKERS.

### GENERAL WORKS.

**HINTS TO SMALL LIBRARIES**; revised and enlarged. Plummer, M. W. N. Y.: Truslove & Comba, 1898. 50 cents.

Contents.—Receiving and entering books; book numbers and cataloging; shelf list and inventory; mechanical preparation of books for the shelves; binding; relations with the public; charging system; reading room and reference work; selecting and ordering books; rooms and fixtures; library tools.

**LIBRARY PRIMER.** Dana, J. C. Chicago: Library Bureau. 1895. \$1.00.

Contents.—The beginnings—library law; preliminary work; what does a public library do for a community? general policy of the library; trustees; the librarian; the trained librarian; rooms, building, fixtures, furniture; things needed in beginning work; the Library Bureau; selecting books, reference books for small library; reference work; reading room; list of periodicals; buying books; ink and handwriting; care of books; accessioning; classifying; decimal classification; expansive classification; author numbers or book marks; shelf list; cataloging; preparing books for the shelf; binding and mending; pamphlets; public documents; checking the library; lists, bulletins, and printed catalogs; charging systems; meeting the public; the public library for the public; advice to a librarian; the librarian as a host; making friends for the library; public libraries and recreation; books as useful tools; village library successfully managed; rules for the public; rules for trustees and employees; reports; library legislation; A. L. A. and other library associations; library schools and classes; library department of N. E. A.; young people and the schools; how can the library assist the school? children's room; schoolroom libraries; children's home libraries; literary clubs and libraries; museums, lectures, etc.; rules for the care of photographs.

**PAPERS PREPARED FOR THE AMERICAN LIBRARY ASSOCIATION IN 1893.** Melvil Dewey, Ed. Wash.: Government Printing Office.

This is a collection of the papers written for the meeting of the A. L. A., which was held at the Columbian Exposition. They were published in pamphlet form by the U. S. Bureau of Education and may be had without cost by application to that department in Washington.

**PUBLIC LIBRARIES IN AMERICA.** Fletcher, W. I. Boston: Little. 1899.

Contents.—The public library movement, its history and significance; library laws; public library and the community; library buildings; classification and catalogs; minor details of library management; selection and purchase of books; reference work; public library in relation to the schools; university extension, etc.; librarian, his work, and his training for it; American library association; a few representative libraries; special libraries; public libraries in Canada; the future of the public library. Appendix: 1, Scheme of classification; 2, Special collections; 3, Sunday opening of libraries; 4, Gifts to libraries; 5, Statistics; 6, Library rules; 7, Biographic sketches.



**SELECTION OF BOOKS.**

**A. L. A. CATALOG.** Wash.: Library of Congress. 1904. *In press.*

8,000 volumes for a popular library, with notes. This will be a most valuable aid for librarians.

**ANNOTATED BIBLIOGRAPHY IN FINE ART** Sturgis, Russell, and Krehbiel, H. E. Chicago: Library Bureau. 1897. \$1.00.

**ANNUAL AMERICAN CATALOGUE.** Cumulated 1900-1903. N. Y.: Office of Publishers' Weekly. 1904. \$4.00.

**BULLETIN OF OHIO TEACHERS' READING CIRCLE.** Free.

The bulletin contains outline of courses of reading for teachers and pupils, together with lists of books and publishers' prices. It is issued annually.

Copies may be had by addressing Supt. J. J. Burns, Secretary O. T. R. C., Defiance, Ohio.

**BUYING LIST OF RECENT BOOKS.** Wisconsin Free Library Commission. Madison, Wis.

Ten numbers have been published. This list includes public documents recommended for small libraries and full directions for ordering printed catalogue cards from the Library of Congress. A few copies of the last issue will be sent free on application to the Ohio State Library.

**CATALOG OF "A. L. A." LIBRARY.** U. S. Bureau of Education. Wash.: Government Printing Office. 1893.

Catalog of 5,000 volumes shown at the Columbian Exposition. Gives authors, titles, publishers and prices. Shows how good books should be cataloged and classified. Includes a model dictionary catalog.

**CLASS LIST OF A LIBRARY RECOMMENDED FOR SCHOOLS.** Albany: University of New York. 5 cents.

**GUIDE TO THE USE AND STUDY OF REFERENCE BOOKS.** Kroeger, Alice Bertha. Boston: Houghton. 1902. \$1.25.

This work contains a critical estimate of the value of reference books. It should be in every library.

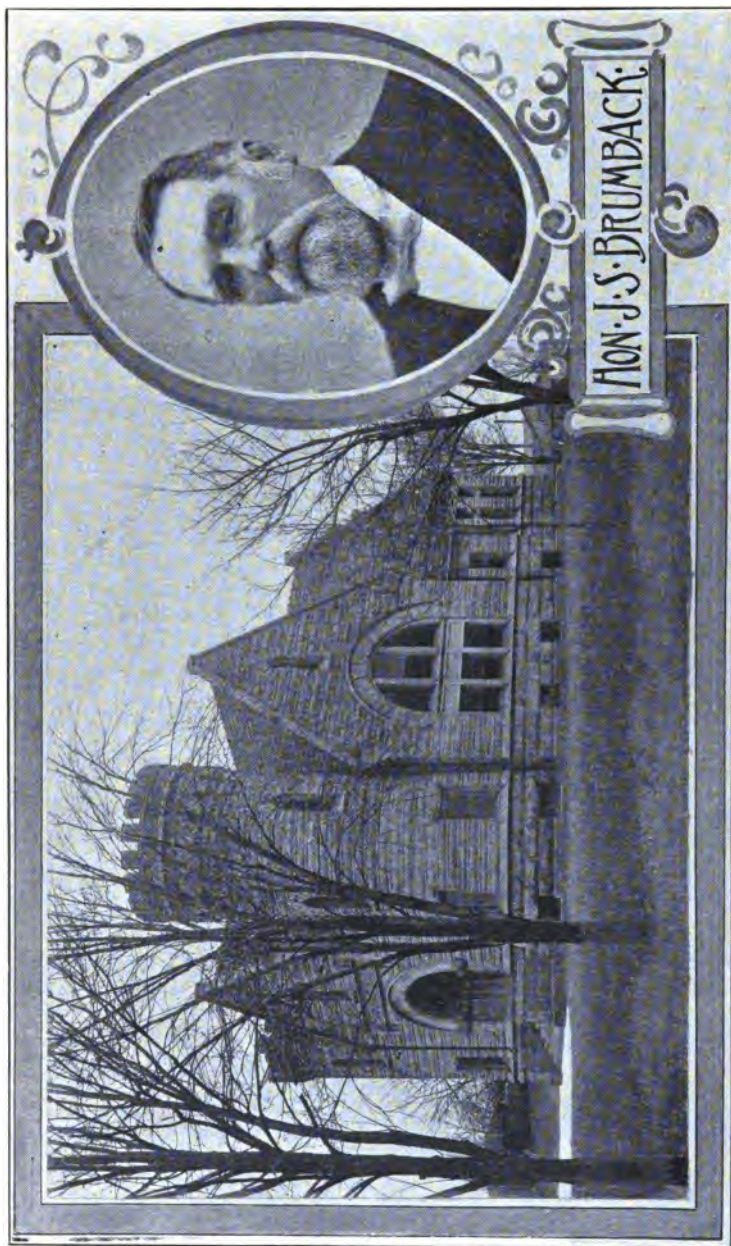
**HANDBOOK OF LABOR LITERATURE.** Marot, Helen. Phila.: Free Library of Economics and Political Science. 1899. \$1.00.

**LIST OF BOOKS FOR TOWNSHIP LIBRARIES.** with supplementary list for graded and high school libraries. Free.

For copies of this list address State Superintendent of Schools, Madison, Wis.

**THE LITERATURE OF AMERICAN HISTORY.** Larned, J. N., Ed. Boston: Houghton. 1902. \$6.00.

"A bibliographical guide in which the scope, character, and comparative worth of books in selected lists are set forth in brief notes by critics of authority." A valuable aid to those wishing to make selections within the limits indicated by the title. The work includes references to books published prior to 1900. A supplement by Philip P. Wells covers the years 1900-1901.



BRUMBACK COUNTY LIBRARY, VAN WERT, OHIO.

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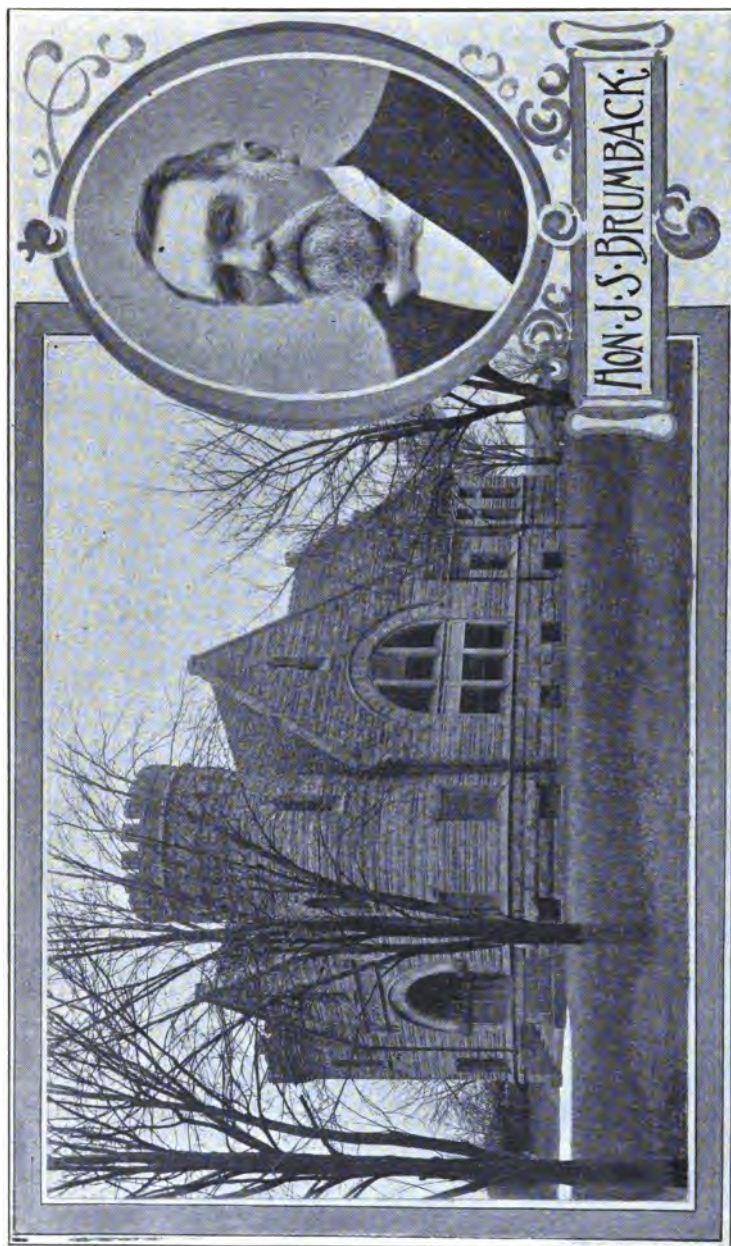
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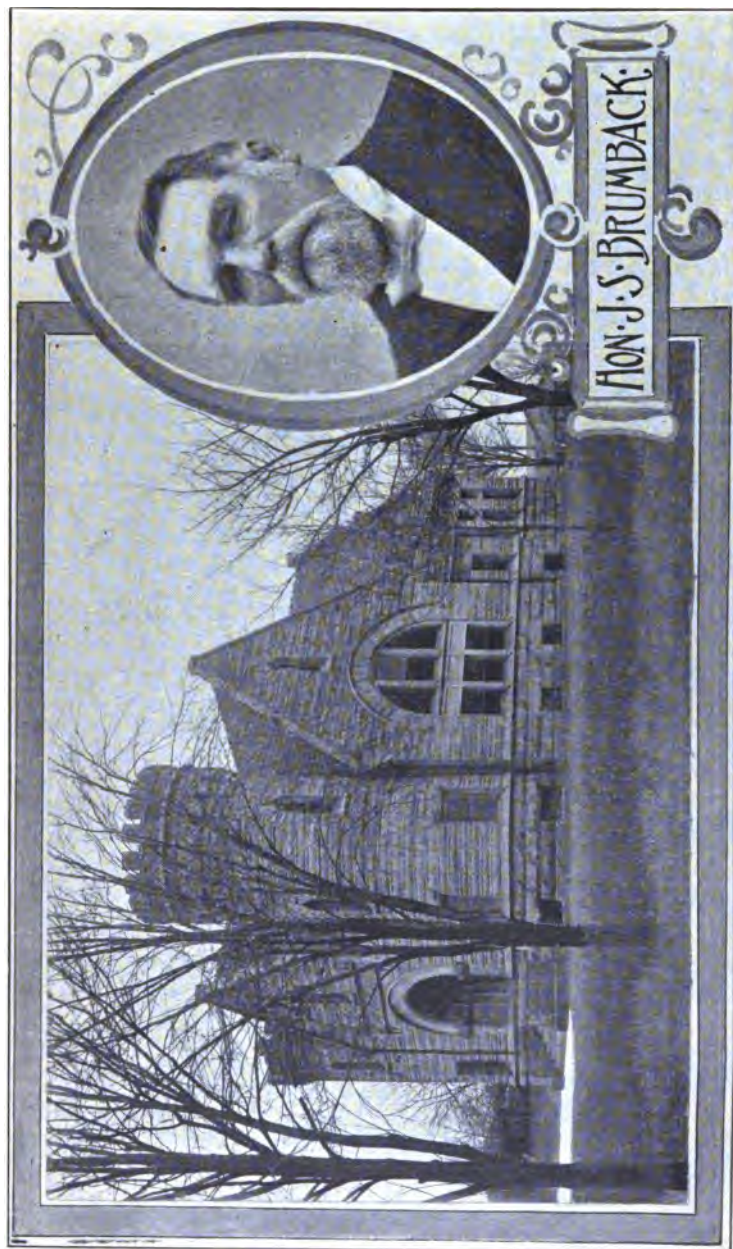
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**NEW YORK STATE LIBRARY BULLETIN. BIBLIOGRAPHY.**

Contains carefully annotated lists of books on various subjects with decimal classification. For list of bulletins address Melvil Dewey, Director of State Library, Albany, N. Y.

**READER'S GUIDE IN ECONOMICS, SOCIAL AND POLITICAL SCIENCE.** Bowker, R. R. and Iles, George. N. Y.: Putnam. 1891. \$1.00.

**READING FOR THE YOUNG.** Sargent, J. F. Boston: Houghton. \$1.50.  
Supplement. Boston: Houghton. \$1.00.

**SUGGESTIVE LIST OF POPULAR BOOKS FOR A SMALL LIBRARY.** Wisconsin Free Library Commission. 2d. Ed. 1898. Free.

**UNITED STATES CATALOGUE.** Books in print, 1902. Potter, Marion E., ed. Minneapolis: The H. W. Wilson Co., 1903. \$10.00.

**PERIODICALS.**

**BOOK BUYER.** Monthly. Charles Scribner's Sons, New York, N. Y. \$1.00 a year.

**CRITIC.** Monthly. New York, N. Y. \$2.00 a year.

**DIAL.** Semi-monthly. Chicago, Ill. \$2.00 a year.

**NATION.** Weekly. New York, N. Y. \$3.00 a year.

**NEW YORK TIMES SATURDAY REVIEW.** New York Times Co., New York, N. Y., \$1.00 a year.

**PUBLISHERS' TRADE LIST ANNUAL.** Publishers' Weekly Office, New York, N. Y. \$2.00 a year.

**PUBLISHERS' WEEKLY.** New York, N. Y. \$3.00 a year.

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**CLASSIFICATION AND CATALOGING.**

**ABRIDGED DECIMAL CLASSIFICATION AND RELATIV INDEX.** Dewey, Melvil. Chicago: Library Bureau. 1894. \$1.50.

**A. L. A. RULES.** Library of Congress. Wash.: Government Printing Office. 1902. 10 cents.

Condensed rules for an author and title catalog, as revised by the Advisory Catalog Committee of the American Library Association.

**CUTTER-SANBORN 3 FIGURE ALPHABETIC ORDER TABLE.** Chicago: Library Bureau. 1895. \$2.50.

**DECIMAL CLASSIFICATION AND RELATIV INDEX.** 6th Ed. Dewey, Melvil Chicago: Library Bureau. 1899. \$5.00.

**HANDBOOK OF CARD DISTRIBUTION.** Library of Congress. Wash.: Government Printing Office. 1902.

Contains information relative to the distribution and ordering of printed catalog cards. Six supplements have been added.

**LIST OF SUBJECT HEADINGS FOR USE IN DICTIONARY CATALOGS.** A. L. A. Chicago: Library Bureau. 1898. \$2.00.

**RULES FOR DICTIONARY CATALOG.** Bureau of Education. (Compiled by C. A. Cutter.) Wash.: Government Printing Office. 1891.

**SIMPLIFIED LIBRARY SCHOOL RULES** Dewey, Melvil, ed. Chicago: Library Bureau. 1898. \$1.25.

Contains catalog, accession and shelf list rules.

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**LIBRARY PERIODICALS,**

**LIBRARY JOURNAL.** Monthly. New York, N. Y. \$5.00 a year.

**PUBLIC LIBRARIES.** Monthly. Library Bureau, Chicago, Ill. \$1.00 a year.



## BOOKS AND LIBRARIES—TRIBUTES OLD AND NEW.

Perhaps the most characteristic educational movement of the past fifty years is that which has created the modern public library and developed it into broad and active service.

—*Theodore Roosevelt, in his first message to Congress.*

I choose free libraries as the best agencies for improving the masses of the people, because they give nothing for nothing. They only help those who help themselves. They never pauperize. They reach the aspiring, and open to them the chief treasures of the world—those stored up in books. A taste for reading drives out lower tastes. \* \* \* \* \* For these and other reasons I prefer the free public library to most, if not to any other agencies, for the happiness and improvement of a community.

—*Andrew Carnegie.*

The book, unlike the living teacher, may be made the constant companion of the child or family; while a sufficient number of them in a district may be made the means of supplying every household, at the same time, with a healthful source of entertainment and instruction.

—*Henry W. King, Secretary of State, 1851.*

The winter in Ohio, as in more northern states, brings leisure to those engaged in agricultural pursuits; and unless a taste for intellectual enjoyment prevails, is there not great danger that the mind will either become sluggish, or seek more ignoble excitement? Thus, the access to books and a disposition to read them become not only a positive blessing to youth, but a safeguard against idleness and dissipation.

—*H. H. Barney.*

You only, O Books, are liberal and independent. You give to all who ask, and enfranchise all who serve you assiduously. Truly you are the ears filled with the most palatable grains. You are golden urns in which manna is laid up; rocks flowing with honey: \* \* \* \* \* store rooms ever full; the four streamed river of Paradise, where the human mind is fed and the arid intellect moistened and watered; fruitful olives; \* \* \* \* \* fig trees knowing no sterility; burning lamps to be ever held in the hand.

—*Richard De Bury, 1345.*

That the public library is a part of the educational system should never be lost sight of in the work of establishing it, or in its management. To the great mass of people it comes as their first and only educational opportunity. The largest part of every man's education is that which he gives himself. It is for this individual, self-administered education that the public library furnishes the opportunity and the means. The schools start education in childhood; libraries carry it on.

—*J. C. Dana, in Library Primer.*

